

REPORT OF EMERGENCY PROCUREMENT ACTION
COMAR 21.05.06
Procurement Officer's Determination

"Emergency" means a sudden and unexpected occurrence or condition which agency management reasonably could not foresee, posing an actual and immediate threat to the continuance of essential normal operation of the State agency or need to cope with public exigency condition.

Department/Procurement Agency: _____

File or ID No.: _____

Date Dept/Agency first aware of emergency: _____

Nature of Emergency:

Date of Solicitation: _____

Number of firms responding to solicitation: _____

Name of Firms Responding	Price	Time of Performance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name and address of selected vendor:

Name:
Address:

Basis for Selection:

If no competitive solicitation was made, explain:

Date of Contract Award: _____

Term: _____

Amount: _____

Fund Source: _____

Scope Description:

Category: Supply Service Maintenance Construction IT

Contract Type: Firm Fixed Price Fixed Price Incentive Cost Plus Incentive Fee
 Cost Plus Fixed Fee or Cost Reimbursement Other

Was this action a modification to an existing contract? Yes No

If yes, provide aggregate amount of contract including all modifications: _____

Detail any other contracts, including modifications, related to abating or avoiding this emergency:

Date	Vendor	Amount/Item(s) Procured	Date Reported to BPW
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Remarks:

I have made this Emergency Determination:

Procurement Officer: _____ Date: _____

Fund Certification: I hereby certify that funds are available from the appropriation or account indicated in sufficient amount to pay for this procurement.

Dept./Agency Fiscal Officer: _____ Date: _____

Dept./Agency head approval of above facts and determination:

Date: _____